

<b>Management of Coronavirus (Covid-19) Within the Workplace</b>	<b>Assessed by:</b>	<b>Date:</b>	<b>Title of Assessment</b>	
			Management of Coronavirus (Covid-19) within the Workplace	<b>GRA00</b>
			<b>Description of Task</b>	
	<b>Date to be reviewed</b>		General management of welfare and hygiene practices to prevent the spread of Coronavirus within the workplace.	
	<b>Date of last review</b>			
	<b>Reviewed by</b>			

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK		
			L	S	R				L	S	R
<p>Exposure to Coronavirus Leading to Related Ill-Health:</p> <p><i>COVID-19: a respiratory illness caused by a novel coronavirus (SARS coronavirus-2 (SARS-CoV-2)).</i></p> <p><i>Symptoms include a fever, cough, shortness of breath, breathing difficulties, Muscle Pain and Tiredness.</i></p>	Site	Workers Visitors Contractors	3	5	15	High	<ol style="list-style-type: none"> <li>Shaking hands with colleagues/visitors etc. to be avoided.</li> <li>No reusable towels/nail brushes/face cloths permitted on site.</li> <li>Pregnant workers subject to a separate risk assessment.</li> <li>Waste bin bags containing tissues/cleaning waste are securely tied and removed by workers wearing disposable gloves.</li> <li>Additional hand washing provision in place at the premises. Soap and sanitisers provided via pump dispensers.</li> <li>Additional skin moisturising facilities provided.</li> <li>Warm air-drying units provided in bathrooms.</li> <li>Where practical workstations are adapted to provide greater spacing between workers.</li> <li>Provision of disposable tissues around site; bins provided in which to place used tissues.</li> <li>Regular management meetings (held with social distancing in mind) to discuss ongoing developments and feedback to workers via email and other mediums which minimise social contact.</li> </ol>	<ol style="list-style-type: none"> <li>Establish a coordinator within the business to monitor ongoing external advice and feedback to business accordingly.</li> <li>Request revised risk assessments from contract cleaners.</li> <li>Identify and assess any vulnerable workers e.g. aged 70 or over/long term health conditions.</li> <li>Where workers are to work from home request they complete a self DSE assessment; provide appropriate DSE facilities such as laptops/screens.</li> <li>Consider staggering shifts to minimise staffing contact.</li> <li>Consider separating business critical teams.</li> <li>Identify any opportunities for 'mental' health support for workers.</li> <li>Provide remote workers with appropriate guidance and hygiene facilities e.g. sanitizers and moisturisers.</li> </ol>	2	5	10

							<p>11. Workers are regularly updated and consulted on the current situation.</p> <p>12. Visitors and contractors strictly limited on site; Business critical support only; early contact made with those who are required to avoid visiting the premises.</p> <p>13. Increased hand washing advised to all workers and permitted visitors (wash for a minimum of 20 seconds). NHS handwashing advice provided and available via our shared electronic drive.</p> <p>14. Meetings via Skype (or similar) required wherever possible to encourage social distancing.</p> <p>15. NHS or similar posters on effective hand washing placed around site and at wash areas.</p> <p>16. All non-essential business travel has ceased within the UK and abroad.</p> <p>17. Workers instructed in good personal hygiene practice.</p> <p>18. Managers are instructed on how to respond to an employee/visitor displaying symptoms of Covid-19. Individual to be sent home to self-isolate.</p> <p>19. Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance at: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>20. Self-isolation periods for affected individuals (who live alone) should follow current Government advice (seven days).</p>				
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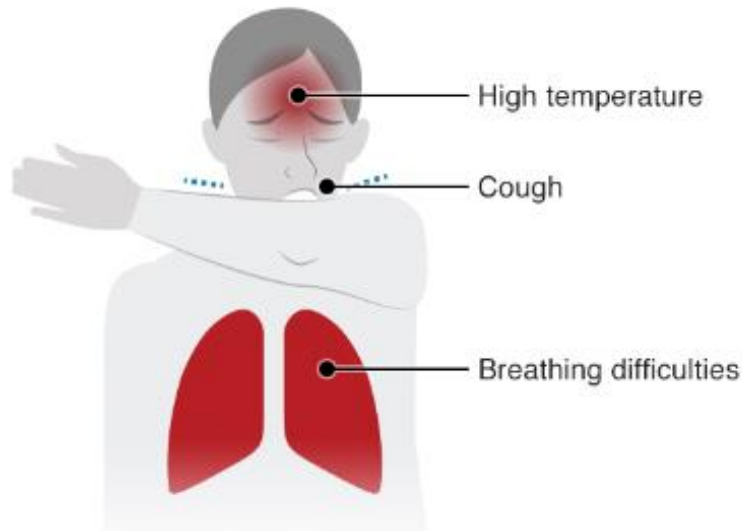
							<p>21. Workers are required to follow current government guidance and self-isolate for 14 days from the day when the first person in the household fell ill (when living with others).</p> <p>22. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p>				
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### **Symptoms:**

The following symptoms may develop in the 14 days following exposure:

- Cough
- Difficulty Breathing
- Fever



- **Sensitivity:** Effects may be increased and more severe in people with weakened immune systems, older people, people with diabetes, cancer or chronic lung disease.
- **Spread:** Transmission can happen if either of the following occurs:
  - People in close contact (within 2 meters) of an infected person allowing inhalation of virus into the lungs from coughs and sneezes.
  - Touching a surface, object or hand of an infected person that has been contaminated with respiratory secretions from an infected person then touching own mouth, nose or eyes.

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## Control Measures

- **Update:** The company will keep updated on latest Government guidance and update policies and procedures accordingly.
- **Hygiene:** Ensure you wash hands regularly for 20 seconds with hot water and soap:



- **Catch it, Bin it, kill it:** cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- **Self-Isolation:** Ensure you follow the Gov/NHS guidance for self-isolation where required if you have either:
  - A high temperature
  - A new, continuous cough.

**Information:** If you require any further information or have any concerns speak to a member of management immediately.

Document Accepted By (Name)		Sign		Date						
Further Risk Controls Implemented By (Name)		Sign		Date						
				Severity	5	5	10	15	20	25
					4	4	8	12	16	20
RISK					3	3	6	9	12	15
LIKELIHOOD	SEVERITY				2	2	4	6	8	10
1. Extremely Unlikely	1. Minor Injury/disease no lost time				1	1	2	3	4	5
2. Unlikely	2. Injury/disease up to 7 days lost					1	2	3	4	5
3. Likely	3. Reportable under RIDDOR Over 7 days				Likelihood					
4. Very Likely	4. Specified Injury/Long term absence				Low		Medium		High	
5. Almost Certain to happen	5. Death			1-8		9-12		15-25		

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**Management of Covid-19 Within the Workplace Version 01 17/03/2020**  
**Confirmation of Employee Understanding of Risk Assessment and Safe System of Work**

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